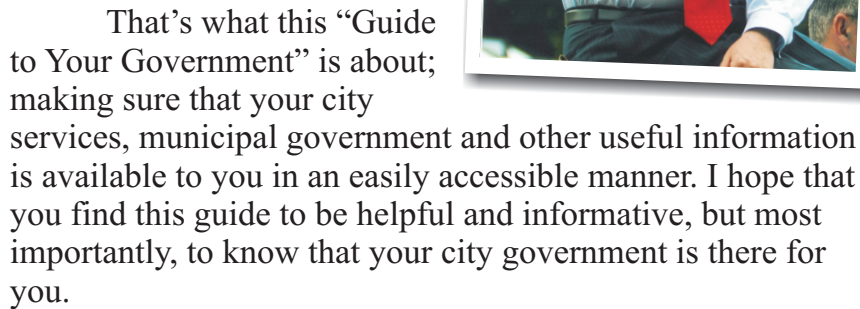




# GUIDE TO YOUR GOVERNMENT THE CITY OF CHICOPEE

When people think of Chicopee, images of hard working people, close communities and friendly neighborhoods come to mind. Although we are the second largest city in Western Massachusetts, no one can deny that Chicopee has maintained that classic New England “small town” feel.



It is the mission of every public employee to provide you with the best service possible. From trash pick-up, road repairs, making a payment or applying for a license, you deserve the absolute best service for your tax dollars.

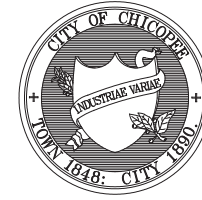
If you have any questions, concerns or comments, please feel free to contact me and my office at 594-1500.

Michael S. Bessornette

Mayor Michael D. Bissonnette

[illegible]

# NOTES



## ELECTED OFFICIALS

### CITY COUNCIL

Tim McLellan	331-0030	Chuck Swider	592-2366
Robert Zygarowski	594-6078	John Vieau	536-8838
Frank LaFlamme	592-0474	William Zaskey	592-5651
Jean Croteau	532-2688	Fred Krampits	592-1950
James Tillotson	593-9374	George Moreau	536-1015
Dino Brunetti	533-2327	Donald Demers	532-4884
Ron Belair		533-6192	

### SCHOOL COMMITTEE

Marjorie Wojcik	592-1365	Michael Pise	594-6346
Donald Lamothe	532-1018	Deborah Styckiewicz	594-6812
Chester Szetela	592-7061	Susan Lopes	592-6015
Susan Lecca	532-6913	Sharon Nawrocki	533-1836
Adam Lamontagne	533-8150	Mary Beth Costello	532-9750
David Barsalou	592-9792	Superintendent Rege	594-3410

### ASSESSORS

Laura McCarthy	Stanley Iwanicki 594-1430	Virginia Robak
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### COLLECTOR

Carole Jendrysik-Harms  
594-1480

### TREASURER

Ernest Laflamme  
594-1560

CHICOPEE PUBLIC SCHOOLS  
189 BROADWAY STREET  
CHICOPEE, MA 01020

Richard W. Rege, Superintendent of Schools

Main Number 594-3410

Fax 594-3552

#### School Contact

Chicopee High 594-3437

Chicopee Comprehensive 594-3534

Chicopee Academy 594-3434

Edward Bellamy 594-3527

Fairview Veterans Memorial 594-3501

Anna E. Barry 594-3425

Belcher 594-3526

Patrick Bowe 594-3431

Bowie Memorial 594-3532

Lambert-Lavoie Memorial 594-3444

Robert R. Litwin 594-3545

Selser Memorial 594-3449

Stefanik Memorial 594-3463

Streiber Memorial 594-3446

#### School Calendar

Columbus Day October 12, 2009

Veterans' Day November 11, 2009

Thanksgiving Vacation November 25, 2009

Parent/Teacher Conferences (K-5) December 4, 2009

Christmas Vacation December 24, 2009

Martin Luther King Day January 18, 2010

President's Day February 15, 2010

Winter Vacation February 15, 2010

Teacher In-Service Day March 19, 2010

Good Friday April 2, 2010

Spring Vacation April 19, 2010

Patriot's Day April 21, 2010

Memorial Day May 31, 2010

Chicopee High School Graduation June 3, 2010

Chicopee Comp. High School Graduation June 4, 2010

Last Day of School\* June 17, 2010

\*snow days are not included and will be added as needed

Assessors Office 594-1430

Auditing Department 594-1410

City Council 594-1435

Building Department 594-1440

City Clerk 594-1466

Collector's Office 594-1480

Community Development Office 594-1490

Conservation Office 594-1493

Council on Aging 534-3698

Department of Public Works 594-3557

Health Department 594-1660

Human Resources 594-1510

Law Department 594-1520

License Commission 594-1530

Mayor's Office 594-1500

Management Information Systems 594-1583

Messenger's/Maintenance Office 594-1534

Planning Department Phone 594-1515

Purchasing Department 594-1557

Retirement Office 594-1542

Registrars of Voters 594-1550

School Department 594-3410

Treasurer's Office 594-1560

COUNCIL ON AGING  
7 VALLEY VIEW COURT  
CHICOPEE, MA 01020

Sandra Lapollo, Director  
Main Number 534-3698  
Fax 534-9046

#### What does the Council on Aging do?

The Chicopee Senior Center, administered by the Chicopee Council on Aging, is a municipal office providing services to Chicopee residents sixty (60) years or older, to their younger spouses and to those providing care to older persons. The senior center is committed to assisting and improving the quality of life for older adults in the areas of good health maintenance, lifelong learning, mobility, community service, recreation and related informational services. Most of the services are free, but some do ask for a donation or a small fee for teachers.

**The Senior Center is open 8 A.M. to 4 P.M. on Monday through Friday. In the fall and spring the center is open for 8 weeks Tuesday-Thursday 8am-8pm, the Senior Center is closed on all major holidays.**

#### Activities and life long learning opportunities include:

Arthritis Foundation Exercise Program, Bingo, Book Club, Brain Fitness, Classes in beading, painting, drawing and cards, Computer Instruction, Dance Instruction, Fitness Center and Exercise Groups (including Yoga, Tai Chi, and Morning Stretch and more), Gift Shop, SHINE (Health Insurance Assistance), Health Programs and Screenings (including cholesterol, hearing and foot), Hot lunches-five days a week provided by WestMass ElderCare, Inc., Lending Library, Library services, Mah Jongg, Massage, Medical Equipment Loan Program, Monthly Birthday Party, Pool Table, Puzzles, Card Games, Recreational Activities, S.A.L.T. Council, Singing Group, Social & Cultural Events, speakers on a variety of topics, Sudoku & more - Brain Gym, Support Groups, Tax Preparation Assistance, Television, Travel Club, Volunteer Opportunities, Walking Club, Wellness Health Center, Wii Bowling, Woodcarving, Writing Group.

CHICOPEE PARKS DEPARTMENT  
687 FRONT STREET  
CHICOPEE, MA 01013

Stan Walczak, Superintendent  
Main Number 594-3481  
Fax 594-3486

Ash Park, Arcade Street BB, S, B, PE, SW, SK

Bowie Park, James Street BB, S, B, T, PE

Dana Park, Newbury Street BB, S, B, PA, PE, SP

Fairview Park, Montcalm/Broad Street BB, B, TC, PE, SW, SP

Garrity Grove, Peter Street BB, S, B, T, PE, SP

Ike Alpert Park, Beauchamp Terrace S, B, PE, H

Lincoln Grove, Broadway Street BB, S, B, PE, SP

Litwin Field, Burnett Road BB, S, B, PE

Nash Park, Ferry Street BB, S, B, PE, WP, SK

Preston Park, Access Road BB, S, B, PE

Rivers Park, Meadow Street BB, S, B, PE, T, SW, PF

Sarah Jane Sherman Park, Chicopee Street BB, S, B, PE, T, SP, SK

Sheridan Street Mini Park, Sheridan Street PE

Szetela Park, Macek Drive BB, S, B, PE

Szot Park, Front Street BB, S, B, BC, SW, SP, TC, T, PE, PF, V

Williams Park, Burnett Road BB, S, B, TC, T, SP, V

Wisniewski Park, off School/Chestnut/Park Streets B, WP, PE

Key: Basketball (B) Baseball (BB) Soccer (S) Swimming (SW) Wading (WP) Play Equipment (PE) Skate Park (SK) Trails (T) Spray (SP) Bocce (BC) Hockey (H) Tennis (TC) Picnic Facility (PF) Picnic Area (PA) Volleyball (V) Park Benches PB Summer Concerts (SC)

CHICOPEE POLICE DEPARTMENT  
110 CHURCH STREET  
CHICOPEE, MA 01020

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John Ferraro, Police Chief

<b>Emergency</b>	<b>911</b>
Non-Emergency Calls	594-1700
Detective Bureau	594-1730
Narcotics Hotline	594-1763
D.A.R.E.	594-3273
Firearms License	594-1750
Fax	594-1725

#### Internet Safety

Clear, simple, easy-to-read house rules should be posted on or near the monitor. These may include monitoring or filtering capabilities. If your children use chat or e-mail, talk to them about never meeting in person with anyone they first "met" online. Keep the computer in the family room or another open area of your home. Consider using filtering or monitoring software for your computer. Filtering products allow a child access to a pre-approved list of sites. If you suspect online stalking or sexual exploitation, report it immediately to the Chicopee Police Dept.

#### High Risk Sex Offenders

Any person may request sex offender information by calling or going to the Chicopee Police Department. As a public service, sex offenders living in Chicopee are routinely publicized on Public Access Channel 5.

#### Identity Theft

Be stingy about giving out your personal information to others unless you have a reason to trust them, regardless of where you are. Adopt a "need to know" approach to your personal data. Check your financial information regularly. Periodically ask for a copy of your credit report from credit reporting bureaus such as Equifax or Experian. Sign new credit cards immediately and write "Ask for ID" on them. Do not use your date of birth as your password and do not record passwords on papers you carry with you. When using an ATM, be aware of your surroundings. Always use a paper shredder when disposing of documents.

REGISTRAR OF VOTERS  
274 FRONT STREET  
CHICOPEE, MA 01013

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Janina Surdyka, Registrar of Voters

Main Number	594-1550
Fax	594-1554

#### Register to Vote

In Person: at the Registrars of Voters office at City Hall and all City Libraries.

By Mail: obtain mail-in registration form by calling 594-1550, or sending e-mail to [jsurdyka@chicopeema.gov](mailto:jsurdyka@chicopeema.gov).

At the RMV: when applying for or renewing your driver's license at the RMV.

#### US Census

Board of Registrars partners with the US Census Bureau to ensure that every resident of the City is counted.

#### City Census

Board of Registrars conducts annual city census of residents age 3 and upwards and publishes List of Residents.

#### Passport Services

You Must Apply in Person if...

- You are applying for a U.S. passport for the first time.
- Your previous U.S. passport was lost, stolen, or damaged.
- Your previous U.S. passport has expired and was issued more than 15 years ago.
- Your name is changed and you do not have a legal document formally changing your name.

Registrar Fees	
Street List	\$50.00
List of Voters	\$10.00
Copies of Documents	\$.20 per page
Voters History	\$10.00 per disk
Street Location Book	\$3.00



BUILDING DEPARTMENT  
274 FRONT STREET  
CHICOPEE, MA 01013

Joseph Viamari, Building Commissioner

Main Number 594-1440

Fax 594-1446

### Safe Construction

Please remember, most major construction requires a building permit and inspection by the Building Department. If you are unsure if your home improvement project requires approval or inspection, please call us at 594-1440.

### Building Fees (residential)

New residential buildings or additions	\$ .40 sq. ft. per floor
Alterations and repairs \$1,000 - \$5,000	\$50.00
Alterations and repairs \$5,000 - \$10,000	\$100.00
Alterations and repairs \$10,000 and up	\$150.00
Certificate of Occupancy	\$30.00
Demolitions - Residential	\$50.00 each floor

### Plumbing and Gas Fees (residential)

New plumbing and renovations	\$30.00/\$5 fixture
New gas and renovations	\$30.00/\$5 appliance
Water heater plumbing and replacement fixtures	\$10.00/\$5 fixture
Gas water heater and replacement appliances	\$10.00/\$5 appliance

### Electrical Fees (residential)

1-Family Dwellings	\$75.00 plus service
2-Family Dwellings	\$150.00 plus service
Multi-Family Dwellings	\$75.00 per unit
Additions & Alterations with Building Permit	\$30.00/\$10.00 room
Garages	\$50.00
Inground Pools	\$75.00
Above Ground Pools	\$50.00
Hot Tubs/Spas	\$50.00
Ranges, Dryers, Water Heaters, Furnaces, etc.	\$25.00
Fire and Burglar Alarms	\$25.00

### Dig Safely

State laws require anyone who digs to notify utility companies before starting. Please call 1-888-Dig-Safe before starting any project and the Chicopee Department of Public Works and Water Department.

CHICOPEE FIRE DEPARTMENT  
80 CHURCH STREET  
CHICOPEE, MA 01020

Stephen Burkott, Fire Chief

Emergency 911

Non-Emergency Calls 594-1605

Business Calls 594-1630

Ambulance Billing 594-1630

Smoke Detector Inspection 594-1605

Fire Dept. TTY 594-1624

### Smoke Detectors & Carbon Monoxide Detectors

All residences in Massachusetts are required to have smoke detectors and carbon monoxide detectors. Please contact the Chicopee Fire Department Fire Prevention Bureau for information regarding proper location. Batteries should be changed in smoke detectors twice a year as recommended in the safety message from the International Association of Fire Chiefs, "change your clocks, change your batteries". Smoke detector manufacturers recommendations advise the life expectancy of smoke detectors to be approximately 10 years.

### Space Heaters

When buying a space heater, look for one that has been tested and labeled by a nationally recognized testing company. Keep the heater three feet away from drapes, furniture or other flammable materials. Place it on a level surface away from areas where a person or pet might bump it and knock it over.

### Candle Safety

Use candles in the center of an area one-foot in every direction free of anything that could burn, such as decorations, curtains that could blow around, other items on a table or bureau. Use a sturdy metal, glass or ceramic container. Stay in the same room with burning candles; never leave them burning unattended.

### Heating Systems

Heating systems should be inspected and cleaned annually, including chimney flues for wood burning appliances.

For more fire safety tips, call your local fire department or go to [www.firesafety.gov](http://www.firesafety.gov).

DEPARTMENT OF PUBLIC WORKS  
115 BASKIN DRIVE  
CHICOPEE, MA 01013

Stan Kulig, Superintendent	
Main Number	594-3557
Water Department	594-3420
Engineering Department	594-3416
Building Department	594-1442
Health Department	594-1665
Planning Department	594-1515

#### Trash Collection

Please use 32 gallon rubbish barrels for trash or yard waste and separate from each type of waste by three feet. All items must be out for pickup by 7:00 am and accessible for workers (not in snow banks or behind parked vehicles). Please use blue bins for recycling. Bins are available at the Department of Public Works on Baskin Drive. Recyclable items include all paper items, cardboard (flattened); boxboard and paperboard (if it can be ripped, it can be recycled), glass containers, and all plastic marked with a number 1, 2, 3, 4, 5, 6, or 7 on the bottom. No paper plates or napkins, pizza boxes, egg cartons, flower pots or trays, hangers, broken glass, scrap metal, hazardous or medical waste, light bulbs, dishes, or Styrofoam of any kind.

#### Snow Removal

Owners of property abutting a sidewalk are responsible for cleaning the sidewalk from snow within 24 hours after a snowfall as well as removing ice and sanding/salting the sidewalks.

#### Pothole Complaints

To report potholes please call the Department of Public Works or send an email to [jauthier@chicopeema.gov](mailto:jauthier@chicopeema.gov). If you use email please specify "pothole" in the subject line. Indicate the street and the nearest house number or other description of the location.

#### Hazardous Waste Disposal

Chicopee sponsors a hazardous waste removal day which will be announced several weeks prior to the event. You must pre-register to guarantee your preferred time and to minimize your wait. Arriving without pre-registering will increase your waiting time. LIMIT: Up to 25 liquid gallons or 100 solid lbs. per household. Call DPW for a form to reserve your time.

CITY CLERK  
17 SPRINGFIELD STREET  
CHICOPEE, MA 01013

Keith Rattell, City Clerk	
Main Number	594-1466
Fax	594-1469

#### Document Fees

Birth Certificates (long)	\$10.00
Birth Certificates (short)	\$5.00
Death Certificates	\$10.00
Marriage Certificates	\$10.00
Business Certificates	\$25.00
Certified Business Certificate	\$10.00
Discontinuance of Business Certificate	\$7.50
Zoning Map	\$7.50
Zoning Ordinance	\$15.00
Billiards License (1st table)	\$25.00
Billiards License (additional table)	\$15.00
Physicians Registration	\$25.00
Amendments to Births	\$25.00
Amendments to Deaths	\$25.00
Amendments to Marriages	\$25.00
Hawkers/Peddlers License	\$35.00
UCC Search	\$20.00
Taxi Driver's License	\$30.00
Taxi Cab Registration	\$50.00
Home Occupation License	\$50.00
Junk Collector's License	\$40.00
Junk Dealer's License	\$90.00
Homestead Act	\$20.00

#### Genealogy

The Vital Statistics Records in our office date from 1848 to the present. Records are open for viewing, except non-public records. As the State archives the vital records, more records will become available. The genealogy search fee is \$15.00. It is good for three months. Certified copies of all records are \$10.00 each. Non-certified copies are \$5.00 each. Birth, marriage or death index cards are available for research during genealogy hours. Limit is one set at a time. All orders must be paid at the time of each request. Genealogy hours are Tuesday and Thursday, 10:00 am - 12:00 pm.